

1992

Personnel Welfare Committee 1991-1992

Bowling Green State University. Administrative Staff Council

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Inclusive Dates: 1991-1992

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Index: ☐ Included ☐ Separate ☒ None

Notes

1. Colored Paper
2. Photocopies
3. Post-It Notes

vac-Sick Pay

To: Barb Keeley
From: Cheryl Carothers *cc*
Date: July 17, 1991
RE: Vacation Policy

As you are my Administrative Council representative, I would like to bring up an issue that I believe should be addressed by ASC.

Administrative staff who are hired under grant funds are not allowed to take their vacation time for the first year (or longer, if they are part time), and yet cannot take that time with them when the grant runs out. This creates two problems:

- 1) We are in jeopardy of not getting to take advantage of all the leave time to which we are entitled. This is especially true for employees whose grants run out after one year. (As an example, I am carrying over each year 22 to 25 days because I couldn't use the 20 days accrued the first year. How am I supposed to use all that up, plus what I am accruing today, and still get my work done?)
- 2) Many, maybe even most of us, are working under the false assumption that unused time will transfer to a pay-off upon termination, and may even be counting on having that money available to them. This creates the possibility of soured relationships upon termination if the employee believes he or she was led astray.

As you know from the memo to Betsy, Nancy, and myself of July 16, our College addressed this problem by making sure we are all aware of that fact, and telling us to be sure to use that time. I have to wonder, however, how many administrative contract employees do not know about this situation, and are blithely letting time accumulate in the belief that it doesn't matter if they don't use up their time, because they will take a pay-off upon leaving.

I don't know if you are aware of how this subject came to be addressed by the College, but it started by my commenting to Ed, in Betsy's earshot, that I wasn't worried about using up my time because it would make a nice cushion against unemployment after the grant ran out. Ed asked how that was possible -- where would the money come from? As I thought about the set-up of the budget, I realized that he was right, and unless the Dean came up with some money after we left, there would be no way to take the accrued time with us. Betsy looked into it with Dean Willis, and I asked Linda and Personnel. Sure enough, the budgets and related policies are not designed for anything but taking your time as it is accrued, and the College doesn't have bundles of money laying around to hand us as we leave.

I believe that the Administrative Council should

- 1) warn the contract employees about this, so that they will not lose their benefits
- 2) develop a policy that would allow grant-funded employees to begin taking their time as it is accrued, in their very first year of employment.
- 3) consider the possibility of educating departments seeking grants funds to plan for the contingency of a person leaving with accrued time for which they would earn a pay-off.

cc - C. Willis



Draft

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**BOWLING GREEN STATE UNIVERSITY
LEAVE REPORTING FORM
FOR ADMINISTRATIVE AND CLASSIFIED STAFF**

(To be completed monthly by administrative staff and weekly by classified staff; submitted only if some leave has been used during the period)

Name _____ SS# _____

Department _____ Area/Org# _____

_____ Administrative Staff, full-time _____ Administrative Staff, part-time

_____ Classified Staff, full-time _____ Classified Staff part-time

Type of Leave	Day, Month	Time
_____ Vacation	_____	_____
_____ Personal Leave	_____	_____
_____ Leave without pay	_____	_____
_____ Military Leave	_____	_____
_____ Jury Duty	_____	_____
_____ Sick Leave	_____	_____
_____ Personal illness		
_____ Medical/Dental/Optical appt.		
_____ Hospital		
_____ Injury on job		
_____ Illness in immediate family		
_____ Death in immediate family		
_____ Other (specify) _____		

_____ Maternity/Paternity
(Indicate use of sick leave, vacation, or leave without pay or combination)

_____ Other _____

Total hours of leave _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Comments: _____



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 42403-0373

August 20, 1991

Paul Olscamp
President, BGSU

Dear Dr. Olscamp:

Thank you for the copy of your letter of July 15 to Bob Martin concerning financial exigency. ASC realizes that a declaration of financial exigency is not imminent. Our concern is not with the current state of University finances, but rather with the financial exigency plan itself. Since a plan does exist, any flaws in it should be remedied.

Article V, Section 1 of the Academic Charter, states "faculty, together with other members of the University community shall participate in the governance of the University through membership on standing and ad hoc committees." On this basis, ASC requested last year that administrative staff and classified staff be represented on the Committee on Academic Priorities. We were informed verbally by Hal Lunde, then Chair of Faculty Senate, that this was not appropriate because CAP deals only with academic priorities. He suggested we pursue input in some other fashion such as the University Budget Committee.

I do believe that the welfare of both Administrative Staff and the University would be served by ASC contribution to the exigency process if it ever is activated. I would greatly appreciate any comments or suggestions you might make regarding this.

Yours truly,

A handwritten signature in cursive script, appearing to read "Josh Kaplan".

Joshua Kaplan, M.D.

xc: ASC Executive Committee
Bob Martin, V.P. Operations

PERSONNEL WELFARE COMMITTEE
October 2, 1991

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Subcommittee Assignments	Reviewed the subcommittees	Committee was asked to think about what one they want to be on.
Equal Opportunity Statement	Committee had many questions.	Cindy will collect more information and bring it back to us. Diane Regan was involved in development of the policy. Cindy will invite her to speak to us.
Leave/Flex Time Reporting Form	Still in draft form. Concern was expressed about having to indicate what type of sick leave was used.	Cindy will convey concern. Subcommittee formed to draft letter and recommend policy change. (Ed, Norma, Bev)
Vacation for Grant Funded People	Deferred	
Early Retirement Program	Deferred	
Employee Assistance Programs	Mary Beth Zachary attended first meeting	Members encouraged to attend upcoming workshops for supervisors.

BK/keg
BK#J
10/8/91



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271

October 8, 1991

Memorandum to: PWC Committee

Memorandum From: Cindy Puffer, R.Ph. *Cindy*

Re: Meeting schedule and agenda

The next meeting for PWC will be held on Nov. 6, 1991 from 12:00 noon until 1:00 P.M. The location will be in Room 100 of the College of Health and Human Services. We will work on two agenda items at this meeting:

1. Listen to Guests from the Equal Opportunity Committee who will answer questions about the EOC Policy Statement.(10-15 minutes)
2. Discuss Handbook revisions concerning flex time and work load schedules.
3. Good of the Order concerns

If you have any questions or comments please feel free to give me a call. See you November 6th.

DRIVER INSURABILITY POLICY STATEMENT

Bowling Green State University requires all employees who operate state vehicles to be insurable by the University's insurance provider. The purpose of the policy is to reduce the exposure and liability of the University to high-risk drivers and provide a safe working environment for students, faculty, staff and visitors.

Employees driving University vehicles must maintain a driving record that will satisfy the criteria established by the University's insurance provider. Employees required to drive state vehicles in the performance of their duties who lose their insurability due to a poor driving record, losing their driver's license, etc., or otherwise do not satisfy the criteria set by the University's insurance provider may be transferred, suspended, demoted, or dismissed.

Criteria which affects insurability, in addition to losing one's driving license, include but are not limited to violations that have occurred in the last three years to include driving under the influence of alcohol and drugs, hit and run, negligent homicide arising out of the use of a motor vehicle, operating a vehicle during period of suspension or revocation, using a vehicle for the commission of a felony, operating a motor vehicle without the owner's authority (grand theft), permitting an unlicensed person to drive, reckless operation of a vehicle, and speed contest (racing), or any combination of accidents and moving violations which total four (4) in number.

University employees and off-campus applicants who apply for a position that will require operating a state vehicle as a regular driver are required to have their driving record reviewed. The driver check must meet the established criteria before an offer of employment will be made. In cases where drivers are in sensitive positions (police officers, bus drivers, etc.) the driver may be required to take a pre-employment drug test in accordance with the Drug-Free Workplace Rules of the U. S. Department of Transportation.

Employees who are uninsurable must sign an acknowledgement certifying that they will not operate a University vehicle until notified by the Office of Risk Management (2-2127). Failure to comply with the acknowledgement will result in disciplinary action being taken.

Denver Insurability Policy Statement

- ① spoke with Roger Swope - concern that this will only be placed in Classified Staff handbook and that they are being singled out
- ② spoke with Sam Ramirez - (John Moore gone until Monday A.M.)
 - Currently this is a Policy of the Internal Operating Procedure Manual
 - When making offer of employment to new employee the employee must sign statement about driving.
 - Initially proposed for Classified simply because it has greatest impact on this group (greater # of Classified who have driving jobs on this campus.)
 - Wait looking into updating P+P University Wide ^{along} with other University policies.
 - Primary reason for instituting Policy Statement in the handbooks is to give BESU right to dismiss employee based upon insurability
 - BESU not trying to single out Classified - according to Sam this will most likely be a University wide Policy Statement.

ORIGINAL

10/7/91

DRAFT DRAFT DRAFT**ACTING/INTERIM APPOINTMENT POLICY AND PROCEDURES****Policy Statement**

The standard practice for filling vacant administrative positions at Bowling Green State University is to conduct as broad search as possible, to attract the best qualified candidates, and to comply with the spirit and letter of equal employment opportunity legislation. In those situations where extenuating circumstances prohibit the utilization of a search process, an alternative staffing strategy is the appointment of an acting/interim replacement until a search can be conducted.

Staffing situations that require appointing an individual in an acting or interim capacity, represent an ideal opportunity to utilize women, minorities, veterans, and the disabled in positions of increased responsibilities for both evaluative and professional developmental purposes. Strong efforts should be made to ensure that acting/interim appointments fulfill the University's goal of achieving a culturally diverse working and learning environment.

The purpose of this policy is to establish uniform procedures, definitions and guidelines for the selection of acting and interim appointments at Bowling Green State University.

Procedures to Request an Acting/Interim Appointment

1. A written request with the rationale explaining the extenuating circumstances that prohibit a department from conducting a formal search should be placed in writing and forwarded to the appropriate Vice President for approval. The rationale should identify the candidate in consideration (if any), duration of appointment, and the proposed date that the search process will begin.
2. If approved by the Vice President, the request shall be forwarded to the Office of Affirmative Action and Handicapped Services for review.
3. After review and approval by the Office of Affirmative Action, the initiating department may extend the offer to the appointee and process the appropriate paperwork (e.g., new contract, addendum, announcements, etc.)

General Guidelines

Definitions

Interim: A temporary appointment to a vacant position until a permanent appointment is made through the a search process.

Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position, at which time the acting appointment will return to their former position.

General Provisions

Acting and interim appointments may be made with or without an internal search process. The President, Vice Presidents, Deans or their designees are authorized to make acting or interim appointments with or without an internal search process.

Interviews may be conducted if more than one individual is in consideration for an acting or interim appointment.

Duration of Appointments

The length of an acting or interim appointments should not exceed one year in duration.

Restrictions

Individuals serving an interim appointment may be restricted from applying for the position at the time it is filled permanently. In those cases, this stipulation should be clearly explained to the individual and written into the employment contract.

Contracts

Individuals selected or appointed to an acting or interim appointment, should have an addendum made to their current contract or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, duration, title, etc.).



Bowling Green State University

Bowling Green, Ohio 43403

October 11, 1991

MEMORANDUM

To: Marshall Rose
Affirmative Action

From: Sam Ramirez *SR*
Personnel Services

Subj: ACTING/INTERIM POLICY AND PROCEDURES

Attached is a copy of a proposed policy on interim and acting appointments for administrative staff. The reason for proposing such a policy is that unlike the classified staff who have a formal temporary upgrade procedure, and the faculty who also have a formal method for making acting appointments, no such policy or procedure exists for administrative staff.

Personnel Services is periodically asked by hiring departments for guidance with respect to this issue, and the proposed policy may provide some consistency in the handling of such matters.

Recognizing that acting or interim appointments may give an appointee an advantage for a position when it is filled on a permanent basis, I believe it would be helpful if a policy were developed to guide administrators in making these important staffing decisions. In addition to providing more consistency to our employment practices, the policy can also be utilized as an important professional developmental tool for women, minorities, veterans, and the disabled.

Please give me a call if you believe there is a need for a such a policy and whether this issue should be pursued.

xc:

L. Barber

J. Moore

N. Stickler

J. Litwin

J. Kaplan

- Is there a need



Bowling Green State University

Affirmative Action/Handicapped Services
Bowling Green, Ohio 43403-0013
(419) 372-8495
Cable: BGSUOH

MEMORANDUM

TO: Personnel Welfare Committee
Administrative Staff Council

FROM: Marshall Rose, Director *Marshall Rose*
Affirmative Action

RE: Internal Reorganization and Promotion Proposals

DATE: November 7, 1991

I wanted to write to thank you for allowing Diane Regan and me the opportunity to answer questions regarding the EOC Internal Reorganization proposal. Your comments were constructive and helpful, and I am sure whatever changes you recommend will make the proposal better. I do want to reiterate our concern that the proposal provide maximum protection for administrative staff against the arbitrary and malicious use of reorganization schemes. We recognize that in most cases this will involve administrative staff at both ends of the equation. The concern of the proposal has been to focus on the most vulnerable administrative staff member, or the subordinate staff member that would be affected by the reorganization.

In April of 1990 the Administrative Staff Council endorsed several personnel concepts pertaining to the University's administrative staff. These concepts--career counseling, career advancement, in-house training, career ladders, and internal promotion--are well established as positive aspects of human resource management. These concepts have also been recognized by the University by their inclusion in important governance documents. In fact, the ASC proposal was a reiteration of support for these concepts as stated in the University's Affirmative Action Plan.

ASC WELFARE COMMITTEE
PAGE 2

There is clearly much to be gained, by administrative staff and the University, from the implementation of these positive concepts. I also believe that this implementation will, in most instances, enhance our equity efforts. However, I am concerned that the implementation of the internal promotion proposal may have a substantially negative impact on our affirmative action and diversity programs.

Public announcements of vacant positions and their broad distribution, especially to groups that have historically been discriminated against, is fundamental to the notion of equal opportunity. Personnel practices that encourage maintaining the status quo make it more difficult to include underrepresented groups. Even a proposal that envisions positions at the lowest administrative levels being available for external recruitment would not overcome this problem. Rather it would mean that our affirmative action and diversity efforts, at least as they pertain to recruiting minority employees, may be restricted to entry level positions.

I would prefer to look at requests for internal promotions, filling positions without a search, on a case by case basis. This would permit an individual review of the situation on its own merits rather than completely abandoning our affirmative action search procedures. Of course there will be times when waiving a search will enhance our affirmative action and diversity efforts. There will also be times when a search waiver will permit us to increase the representation of women administrators at more significant levels of the University. There may be other times when an internal promotion is in the best interests of the University for a variety of reasons. However, I do think the case should be made in light of the circumstances faced at the time.

Although I do have some misgivings about the internal promotions component of the ASC proposal, I am very much in favor of the other concepts that are endorsed. In my opinion, the implementation of the other personnel concepts would positively enhance our equal opportunity efforts. I strongly support any effort to bring more

ASC WELFARE COMMITTEE
PAGE 3

uniformity to our personnel practices. This obviously would make the compliance monitoring responsibilities of my office easier. It would also reduce the subjective and arbitrary elements from the process determining which administrative employees get to participate in professional development. I do have some problems with the notion of career tracking for most administrative positions in the University. These problems may not necessarily be structural, and I would be happy to see the idea given further study.

In addition to adopting these positive concepts, there are other policy and procedural initiatives that I believe would benefit administrative staff and support our affirmative action and equity efforts. I think the firm and unambiguous position of the University ought to be that no administrative staff member should be disadvantaged in a search merely because she or he is an employee of the University. I would also support a policy guaranteeing interviews to all employee applicants who meet the essential requirements for the position. I do not believe, in most cases, that this will mean very large numbers. Appropriate professional development should be the "right" of every staff member. Managers and supervisors should be evaluated on how they make professional development opportunities available to members of their staff.

I would be happy to discuss any of these concepts further with members of the committee. BGSU is very fortunate to have such a committed and dedicated cadre of administrative staff. I look forward to working with you to enhance opportunities and working conditions for members of this important group. Please do not hesitate to contact me if I can be of assistance.

MR

John Moore, Executive Director, Personnel Services
Diane Regan, ASC Representative to EOC



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271

November 22, 1991

MEMORANDUM

TO: Josh Kaplan, ASC Chair
FROM: Cindy Puffer, FWC Chair *Cindy Puffer*
RE: EOC Internal Reorganization Policy Statement

After careful review of the proposed EOC Internal Reorganization Statement FWC makes the following recommendations:

- (1) define reorganization
- (2) delete guideline number one from the original proposal and replace it with a modified statement in final paragraph
- (3) add that any review of reorganization must include an examination of rationale for transfer, demotion or promotion
- (4) reword guidelines number three and four to read as the final paragraph of the FWC reorganization guideline

proposed Δ^v 11/25/91

General Guidelines

Definitions

Interim: A temporary appointment to a vacant position until a permanent appointment is made through the search process.

Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position, at which time the acting appointment will return to his/her former position.

General Provisions

Acting and interim appointments shall be made following consultation with representatives of affected constituents in accordance with existing affirmative action guidelines.

Interviews shall be conducted if more than one individual is in consideration for an acting or interim appointment.

Duration of Appointments

The length of an acting or interim appointments shall not exceed one year in duration.

Restrictions

Individuals serving an interim appointment shall be restricted from participating in the search process.

Contracts

Individuals selected or appointed to an acting or interim appointment shall receive a contract addendum or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, duration, title, etc.).

If an interim appointee is restricted from applying for the permanent position for any reason this stipulation should be clearly explained to the individual and written into the employee contract.

PERSONNEL WELFARE COMMITTEE

Agenda - Dec 4, 1991

1. Vacation for Grant Funded Employees - Update
2. Driver Insurability Policy Statement
3. Good of the Order



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271

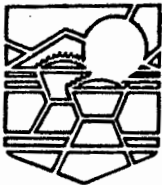
December 5, 1991

MEMORANDUM

TO: Josh Kaplan, ASC Chair
FROM: Cindy Puffer, FWC Chair *Cindy*
RE: PWC Agenda

The following were agenda items at the Dec. 4 meeting:

1. EOC Reorganization Policy Statement
 - a. endorsed changed format
 - b. waiting for further action by Executive Committee
2. Acting/Interim Policy Statement
 - a. Added back into FWC endorsed draft of 11/20/91 statement about Presidents, Vice Presidents, Deans
 - b. Dropped consultation with affected constituents
 - c. Maintained affirmative action guideline statement for two reasons
 1. Marshall Rose felt it was significant
 2. FWC thinks purpose of guideline is to promote women and minorities for these positions
3. Discussed Driver Insurability Policy Statement
 - a. concern from FWC if policy can exclude accidents that are not one's fault
 - b. concerned about an appeals process
4. Update Vacation for Grant Funded



Bowling Green State University

18
Libraries and
Learning Resources

December 6, 1991

MEMORANDUM

TO: John Moore, Executive Director
Personnel Services

FROM: Joshua Kaplan *Josh Kaplan*
Chair, Administrative Staff Council

RE: Request to Present Handbook Revisions to Ad Council

Enclosed you will find a memorandum from Administrative Staff Council to Administrative Council with proposed handbook revisions attached. We ask that you review these materials and forward them to Ad Council for their action.

This committee appreciates your guidance and welcomes your comments or suggestions prior to distribution of the memorandum to Ad Council.

ASC/pwc/bjs

enclosures



Bowling Green State University

Libraries and
Learning Resources

December 6, 1991

MEMORANDUM

TO: Administrative Council

P. Olscamp
L. Barber
E. Clark
C. Dalton

M. Edmonds
G. Finn
R. Martin
P. Mason

FROM: Administrative Staff Council

JHG, Chair

RE: Request for Handbook Revision Relative to
Excessive Workloads and Flexible Scheduling

During the past year, the hiring freeze on campus has had far-reaching effects on all campus staff. While university staff numbers have diminished, the workload has not decreased correspondingly. In order to meet the needs of the University, many administrative staff have taken on additional responsibilities without compensation. Two of the goals for 1991-92 approved at the October 3 Administrative Staff Council meeting are to address the issues of excessive workloads and the consistent application of existing workload policies and to address the issue of flextime and the consistent application of the flextime policy.

Administrative staff are not compensated in either time or pay for extra hours of service. Several problems have arisen with this policy. Because Administrative Staff receive no compensatory time, some supervisors have interpreted the policy to mean that even though staff members may have, for example, worked ten or twelve hours one day, they do not have the flexibility to come in one hour later or leave one hour earlier the next day or some other day. Of primary concern to administrative staff is the instance when it is necessary for an administrative staff member to frequently or consistently work beyond the 40 hour week and yet be denied the freedom to take an hour or two off on a slower day or to go to a medical appointment without claiming sick leave. Currently, some supervisors permit administrative staff to adjust their work schedules to compensate for the excessive workload. Unfortunately, some either do not permit schedule adjustment or grant it very begrudgingly.

An additional, complicating factor is that in the cases where a supervisor will allow the staff member flexibility in the work schedule, often the work load is so heavy that the staff member cannot, in good conscience, take any time off. Some may argue that no one requires administrative staff members to work extra hours. While it can be true that a supervisor may not require that extra hours be spent on the job, we as professionals are dedicated to performing our jobs in a professional manner (i.e., we know what must be done to fulfill the requirements of the position and to accommodate the needs of the University.)

ASC
Request for Handbook Revision
Page 2

We recognize that there may be staff members who work beyond 40 hours merely because they are inefficient. That is a problem that should be addressed by the supervisor and falls outside the realm of our current recommendations.

Recently, during a question and answer session in a meeting of the Administrative Staff Council, John Moore, the Executive Director of Personnel indicated that, in recognition of the professional status of administrative staff and the lack of compensation for overtime, it was his opinion that administrative staff should be afforded flexibility in their work schedules to accommodate frequent or routine overtime. The Council agrees that even though administrative staff members do not receive hour-for-hour compensatory time, the professional status of the administrative staff merits flexibility in adjusting work schedules when frequent or routine overtime occurs. Administrative staff members should be allowed to arrange work schedules that compensate for frequent overtime while, at the same time, accommodate the required responsibilities of the position.

We emphasize that we are not seeking hour-for-hour compensatory time. We strongly believe, however, that two major changes must be made:

1. Administrative staff members who frequently work beyond 40 hours should be allowed flexibility in their work schedules so that they can use blocks of less than two hours on other occasions without charging the time to vacation, sick leave, or personal days.
2. There should be an assessment of the workload of administrative staff. Budgetary cutbacks have decreased the ranks of the staff, yet there has been no lessening of the amount of productivity expected. In some cases, even more is being expected, but with fewer staff members.

The Administrative Staff Council presents the attached substitutions for the current Compensatory Time statement (p. 29) and the Work Schedule statement (p. 93) of the Administrative Staff Handbook.

ASC/pwc/bjs

attachment

c: J. Moore

Compensatory Time--Administrative Staff Handbook Existing Policy

~~Under normal circumstances, a full-time administrative staff member is expected to work a minimum of forty hours per week. There may be occasions, however, when it will be necessary to work beyond the forty hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the forty hour week, it is assumed that this situation will be taken into account in the employee's overall compensation and that the employee will be given the opportunity for a variable work schedule (see also Holidays).~~

Compensatory Time-Proposed Policy

ALTHOUGH THE WORK WEEK FOR AN ADMINISTRATIVE STAFF MEMBER IS NORMALLY 40 HOURS, there are occasions when it will be necessary to work beyond the 40 hours in order to fulfill OBLIGATIONS OF THE POSITION. ADMINISTRATIVE STAFF MEMBERS DO NOT RECEIVE HOUR-FOR-HOUR COMPENSATORY TIME OR COMPENSATION FOR SUCH EXTRA WORK. HOWEVER, IN RECOGNITION OF THE PROFESSIONAL STATUS OF ADMINISTRATIVE STAFF MEMBERS, THEY ARE TO BE AFFORDED FLEXIBILITY IN ADJUSTING THEIR WORK SCHEDULES, PARTICULARLY WHEN WORK BEYOND 40 HOURS BECOMES FREQUENT OR ROUTINE. ADMINISTRATIVE STAFF MEMBERS WHO MUST FREQUENTLY WORK BEYOND 40 HOURS ARE TO BE ALLOWED THE FLEXIBILITY TO BE ABSENT FOR TWO HOURS OR LESS WITHOUT CHARGING THE TIME TO SICK LEAVE, PERSONAL DAYS, OR VACATION.

WHEN AN ADMINISTRATIVE STAFF MEMBER MUST ROUTINELY WORK IN EXCESS OF 40 HOURS PER WEEK, SHE OR HE SHOULD CONTACT PERSONNEL SERVICES TO EXAMINE THE JOB DESCRIPTION AND DETERMINE IF TOO MUCH IS BEING ASKED OF ONE INDIVIDUAL. IN ADDITION, THE STAFF MEMBER'S SALARY SHOULD BE EXAMINED TO ASSURE THAT COMPENSATION MATCHES THE JOB RESPONSIBILITIES. ADMINISTRATIVE STAFF GRIEVANCE GUIDELINES MAY BE CONSULTED IF THE REVIEW AND SUBSEQUENT RECOMMENDATIONS ARE NOT SATISFACTORY.

Please note: changes to text in the Administrative Staff Handbook appear in uppercase.

Work Schedule--Administrative Staff Handbook Existing Policy

In certain circumstances it may be appropriate for full-time administrative staff members to adopt a flexible work schedule. Such a flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff members and his or her immediate supervisor, and approved by the department/area head. Normal business hours for each office are expected to be maintained. In addition, periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.

FLEXIBLE Work Schedule--Proposed Policy

A FULL-TIME ADMINISTRATIVE STAFF MEMBER IS EXPECTED TO WORK A 40 HOUR WORK WEEK. In certain circumstances, it may be appropriate for full-time administrative staff members to adopt a flexible work schedule. (THIS IS NOT TO BE CONFUSED WITH ADJUSTMENT OF WORK SCHEDULES DUE TO EXCESSIVE WORKLOADS, see COMPENSATORY TIME.) Such a work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor, and approved by the department/area head. Normal business hours for each office are expected to be maintained. In addition, periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.

Please note: changes to text in the Administrative Staff Handbook appear in uppercase



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

12/10/91

MEMORANDUM

TO: Marshall Rose, Director
Affirmative Action

FROM: Josh Kaplan
Chair, ASC

Josh Kaplan

RE: Reorganization Proposal

I know you have been aware of the extensive discussion and study of the Equal Opportunity Committee proposal of last April. I am pleased to enclose a copy of a revised proposal that has been endorsed by ASC's Personnel Welfare and Executive Committees. I hope that it will be acceptable to the Equal Opportunity Committee as well. Please let me know if I can be of any further service in this matter.

cc: ASC Exec. Committee



EQUAL OPPORTUNITY COMMITTEE

REORGANIZATION GUIDELINES

From time to time it becomes necessary to reorganize administrative units within the University to meet newly defined responsibilities or to more efficiently manage unit operations. For the purpose of these guidelines, reorganization is defined as any change in the organization that results in the transfer, demotion, or promotion of an employee(s) or the creation or elimination of a position(s). Because these actions may have equal opportunity implications, the Equal Opportunity Committee recommends compliance with the following guidelines:

Every

1. ^{ADD} Efforts will be made to secure employment for existing employees before considering hiring from outside the unit or the University.

^{DELETE} 2. ~~In any reorganization, maximum consideration will be given to the University's commitment to diversity and affirmative action obligations for minorities, women, handicapped, disabled veterans, and Veterans of the Vietnam Era. To this end, Any reorganization plan must be approved by the Affirmative Action Director and the Executive Director of Personnel before being implemented. This review will include an examination of the rationale for any transfer, demotion, or promotion of an employee and for the elimination or creation of a position.~~

3. When reorganization results in a new or vacant position, all qualified employees in the unit will be given equal consideration.

4. Any additional positions which result from internal reorganization will be filled pursuant to the existing affirmative action hiring procedures.

Endorsed by ASC Personnel Welfare Committee 12/5/91

Endorsed by ASC Executive Committee...12/10/91

Endorsed by Equal Opportunity Committee...date

General Guidelines

Definitions

Interim: A temporary appointment to a vacant position until a permanent appointment is made through the search process.

Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position, at which time the acting appointment will return to his/her former position.

General Provisions

The Presidents, Vice Presidents, Deans or their designees are authorized to make acting or interim appointments without an internal search process.

Interviews shall be conducted if more than one individual is in consideration for an acting or interim appointment.

Acting and interim appointments shall be made in accordance with with affirmative action guidelines.

Duration of Appointments

The length of an acting or interim appointments shall not exceed one year.

Restrictions

Individuals serving an interim appointment shall be restricted from participating on the Search Committee.

Contracts

Individuals selected or appointed to an acting or interim appointment shall receive a contract addendum or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, duration, title, etc.).

If an interim appointee is restricted from applying for the permanent position for any reason this stipulation should be clearly explained to the individual and written into the employee contract.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

12/11/91

MEMORANDUM

TO: Sam Ramirez
Personnel Services

FROM: Josh Kaplan *Josh Kaplan*
Chair, ASC

RE: Proposed Acting/Interim Policies and Procedures

I referred your memo and proposed policy to the ASC Personnel Welfare Committee. They agree that there should be a policy, and suggested some changes to the "General Guidelines" part of your proposal. The ASC Executive Committee agrees both with the need for a policy and the suggested changes. I am enclosing a copy of the "General Guidelines" which includes our suggested changes. Please let me know if we can be of any further assistance in this matter.

cc: Marshall Rose

DRIVER INSURABILITY POLICY STATEMENT

Bowling Green State University requires all employees who operate state vehicles to be insurable by the University's insurance provider. The purpose of the policy is to reduce the exposure and liability of the University to high-risk drivers and provide a safe working environment for students, faculty, staff and visitors.

Employees driving University vehicles must maintain a driving record that will satisfy the criteria established by the University's insurance provider. Employees required to drive state vehicles in the performance of their duties who lose their insurability due to a poor driving record, losing their driver's license, etc., or otherwise do not satisfy the criteria set by the University's insurance provider may be transferred, suspended, demoted, or dismissed.

Criteria which affects insurability, in addition to losing one's driving license, include but are not limited to violations that have occurred in the last three years to include driving under the influence of alcohol and drugs, hit and run, negligent homicide arising out of the use of a motor vehicle, operating a vehicle during period of suspension or revocation, using a vehicle for the commission of a felony, operating a motor vehicle without the owner's authority (grand theft), permitting an unlicensed person to drive, reckless operation of a vehicle, and speed contest (racing), or any combination of accidents and moving violations which total four (4) in number.

University employees and off-campus applicants who apply for a position that will require operating a state vehicle as a regular driver are required to have their driving record reviewed. The driver check must meet the established criteria before an offer of employment will be made. In cases where drivers are in sensitive positions (police officers, bus drivers, etc.) the driver may be required to take a pre-employment drug test in accordance with the Drug-Free Workplace Rules of the U. S. Department of Transportation.

Employees who are uninsurable must sign an acknowledgement certifying that they will not operate a University vehicle until notified by the Office of Risk Management (2-2127). Failure to comply with the acknowledgement will result in disciplinary action being taken.

ACTING/INTERIM APPOINTMENT POLICY AND PROCEDURES

POLICY STATEMENT

The normal practice for filling vacant administrative positions at Bowling Green State University is to conduct as broad a search as possible, to attract the best qualified candidates, and to comply with the spirit and letter of equal employment opportunity legislation. In those situations where an extensive amount of time will pass during a search process, an alternative staffing strategy is the appointment of an acting/interim replacement until an appropriate search can be completed.

Appointing an individual in an acting or interim capacity represents an opportunity, when appropriate, to utilize women, minorities, veterans, and the disabled in positions of increased responsibilities for both evaluative and professional developmental purposes. Efforts should be made, as with all appointments, to ensure that acting/interim appointments fulfill the University's goal of achieving a culturally diverse working and learning environment.

The purpose of this policy is to establish uniform procedures, definitions and guidelines for the selection of acting and interim appointments at Bowling Green State University.

PROCEDURES

1. A written request which describes the need for an acting/interim appointment should be forwarded to the appropriate Vice President for approval. The request should identify the candidate(s) in consideration for the acting/interim appointment, duration of appointment, and the proposed date that the search process will begin, if known, (for interim appointments only).
2. If approved by the Vice President, the request shall be forwarded to the Office of Affirmative Action and Handicapped Services for review.
3. After review by the Office of Affirmative Action, the initiating department may extend the offer to the acting/interim appointee and process the appropriate paperwork (e.g., new contract, addendum, announcements, etc.)

GENERAL GUIDELINES

Definitions

Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position, at which time the acting appointment will return to his/her former position.

Interim: A temporary appointment to a vacant position until a permanent appointment is made.

General Provisions

The President and Vice Presidents are authorized to make acting and interim appointments with or without an internal search process.

Interviews may be conducted if more than one individual is in consideration for an acting or interim appointment.

Acting and interim appointments shall be made in accordance with affirmative action guidelines.

Duration of Appointments

As a general guideline, the length of an acting or interim appointment should not normally exceed one year.

Restrictions

Individuals serving an interim appointment shall be restricted from participating on the search committee.

Contracts

Individuals selected or appointed to an acting or interim appointment shall receive a contract addendum or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, duration, title, etc.).

If an interim appointee is restricted from applying for the permanent position for any reason, this stipulation should be clearly explained to the individual and written into the employee contract.



Bowling Green State University

Personnel Services
Bowling Green, Ohio 43403
(419) 372-2225
(419) 372-2558
(419) 372-8421
FAX: (419) 372-2920
Cable: BGSUOH

MEMORANDUM

March 23, 1992

To: Joshua Kaplan, Chair
Administrative Staff Council

From: John C. Moore, Executive Director
Personnel Services

A handwritten signature in black ink, appearing to read "John C. Moore".

Subj: **ACTING/INTERIM APPOINTMENT POLICY AND
PROCEDURE**

Attached is a copy the **Acting/Interim Appointment Policy and Procedure** approved by Administrative Council. The purpose of the policy is to establish uniform guidelines, procedures and definitions when making acting/interim staffing appointments.

Personnel Services is requesting your assistance in disseminating the policy to members of Administrative Staff Council.

Thanks for your assistance with this request and thanks for your organization's input in developing the policy.



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271

December 27, 1991

MEMORANDUM

TO: Josh Kaplan, ASC Chair
FROM: Cindy Puffer, FWC Chair
RE: Committee Progress Report

The following items have been accomplished as of the December 4, 1991 Personnel Welfare Committee meeting:

- (1) Assigned representative to Employee Assistance Program
- (2) Submitted proposed handbook changes for work schedules and comp time section of handbook
- (3) Carefully reviewed EOC Internal Reorganization Policy Statement and submitted proposed changes to ASC Executive Committee. Revised Proposal sent to Marshall Pose 12/10/91 via Josh Kaplan.
- (4) Reviewed Acting/Interim Policy and procedures and submitted proposed changes to ASC Executive Committee. Proposed changes were endorsed by Executive Committee 12/10/91.

The following are current and/or future agenda items:

- (1) Continue working with John Moore regarding clarification of vacation for grant funded employees.
- (2) Concerns over Driver Insurability Policy Statement
- (3) Review of Faculty and Administrators Report on Retirement (Institutional Studies May 1991).

Next meeting January 15, 12 noon - 1:00 P.M. College of Health & Human Services.



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271

February 20, 1992

MEMORANDUM

TO: PWC Committee

FROM: Cindy Puffer, RPh
PWC Chair *Cindy*

The next FWC meeting will be held on March 11th, 12am - 1:00 pm at the College of Health, Room 100. Please be prepared to share your concerns and questions with John Moore, Executive Director of Personnel Services who will be our guest for this meeting.

FWC AGENDA
March 11 -- 12-1:00
College of Health, Room 100

1. Guest--John Moore, Executive Director, Personnel Services
2. Begin Review Report on Retirement (time permitting)

xc: Josh Kaplan



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271

February 20, 1992

MEMORANDUM

TO: John Moore
Executive Director
Personnel Services

FROM: Cindy Puffer, RPh
Chair, PWC *Cindy*

RE: PWC Meeting

Thank you for agreeing to join us at our next meeting which will be held on March 11th at 12 noon. The meeting usually lasts one hour and will be held in Room 100 of the College of Health. Some issues that we are interested in discussing:

- (a) Clarification of Ad Council decision against proposed comp/flex time statement and what role you play in assisting staff in this issue
- (b) Your thoughts on Administrative closure over the Christmas break
 - (1) use of flex/comp time during this period
 - (2) use of vacation time only during this period
- (c) Some questions may arise concerning vacation for grant funded people

As always, I look forward to seeing you on March 11th. Please feel free to call if you have any questions about the agenda.

xc: Josh Kaplan



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

April 16, 1992

MEMORANDUM

TO: All Administrative Staff

FROM: Personal Welfare Committee

In 1990, it was brought to the attention of the Administrative Staff Council/Personal Welfare Committee that the current policies concerning comptime/flexitime were being interpreted in an inconsistent manner. Recent attempts to revise these policies were rejected because too few examples have been reported to Personnel Services. In addition, it was suggested that the current language was adequate. As a result, this committee has been working on a revision to more clearly define and apply these policies throughout the University. (A copy of the current policies are attached.) In working through the proposed wording changes, we have encountered some resistance to change a policy for what may appear to be only a few incidences of misinterpretation or inconsistent application. In order to go forward with these changes, it is crucial to have more information.

John Moore, Executive Director of Personnel Services, has agreed to work with the PWC to re-submit the changes and to act as the gathering point for the supporting information. Some examples where employees feel they are not being treated fairly include: a) an employee has worked 60 or 70 hours in a week and in the following week needs to take an hour or two off during the 8:00 - 5:00 timeframe. The employee is told he or she must use vacation or sick leave to do that; b) an employee works very late the night before but is still expected to be in at 8:00 a.m.; c) the paperwork and emotional stress associated with requesting comptime/flexitime makes it easier to avoid the hassle and use vacation or sick leave.

We are asking for your help in collecting the supporting information regarding types and numbers of inconsistencies experienced throughout the campus. Please forward a memo regarding your experiences to John Moore, anonymously if you wish. Include your vice-presidential area. We wish to stress that confidentiality of this information will be assured.

As an interim step to revising these policies, we want to provide you with help in resolving any current comptime/flexitime problems. John Moore is available to work with you to solve any problems you are currently experiencing.

Your support in this important effort is vital to improve our work environment during these difficult times.



Bowling Green State University

Institutional Studies
Bowling Green, Ohio 43403-0023
(419) 372-2681

Memorandum

To: Josh Kaplan, Chair
Administrative Staff Council

From: Jim Litwin, Chair *Jim*

Subject: EOC Reorganization Guidelines

April 20, 1992

Josh, the EOC Committee has had a very busy agenda, so I am sorry to get back to you at such a late date and then, in turn ask you to act as soon as possible, especially since "reorganization" is one of the measures being considered by BGSU to deal with the current budget crisis.

At our meeting of April 13, 1992, EOC members discussed the changes and the endorsements made by your Personnel Welfare Committee and the Executive Committee. We appreciate their general endorsements but wish to make two minor changes before we send it on to the Affirmative Action Office as a policy guideline. These changes have been penned in on the attached copy.

The first change (to insert the word "every") strengthens this principle. We believe this addition will be encouraging to present employees.

The second change is in paragraph #2. We would like to delete the first sentence and the introductory clause to the second sentence. We believe that this sentence is redundant because the Affirmative Action Office will be monitoring this aspect of reorganization. At the current time, this emphasis may also be threatening to those presently employed.

At our discussion, the Director of Affirmative Action was present and agreed these changes were acceptable and would provide him with workable guidelines.

Josh, please ask your two committees to examine these changes, re-endorse the policy, and sent it back to me ASAP. We would like to have this approved at our April 28 meeting ideally, but no later than the end of the month. Call me if you have any questions.

Attachment

c Marshall Rose



Bowling Green State University

Vice President for
Academic Affairs
Bowling Green, Ohio 43403-0020
(419) 372-2915
FAX: (419) 372-2446
Cable: BGSUOH

April 24, 1992

MEMORANDUM

TO: Deans
Supervisors of Administrative Staff
in the Academic Affairs Area

FROM: Eloise E. Clark *EE Clark*
Vice President for Academic Affairs

Although full-time Administrative Staff at Bowling Green State University are expected to work a minimum of 40 hours per week, we all know that many administrative staff members routinely work beyond those minimum hours. The budget reductions of the recent past and those now being considered have required the remaining staff to take on even more work and responsibility. Although the Administrative Staff Handbook states that compensatory time is not earned for such circumstances, I urge you to consult the Compensatory Time policy in the Handbook and note that it also encourages supervisors to give the opportunity for a variable work schedule.

If you have administrative staff who are frequently working over forty hours per week, please assure that they have the opportunity, as appropriate, to arrive later, leave earlier or take some time off on a less busy day without the need to charge vacation or personal leave and without the need for your prior approval of each instance. I emphasize that this does not mean an hour-for-hour-exchange; it does mean that we should use common sense in recognizing that the administrative staff members are professionals who deserve this small acknowledgement of all their contributions and extra hours.

xc: John Moore
Joshua Kaplan ✓



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

4/29/92

MEMORANDUM

TO: Jim Litwin
Chair, EOC

FROM: Josh Kaplan
Chair, ASC

Josh Kaplan

RE: Reorganization Guidelines

The two changes in the proposed policy were reviewed by our Personnel Welfare and Executive Committees.

We will not endorse addition of the word "every" to the first guideline. We believe that such a policy is clearly impossible to follow. We discussed the alternative use of a phrase such as "all reasonable." We then voted by a large majority to not endorse any change at all in this guideline.

With regard to the change in the second guideline, we find it acceptable but not desirable. We felt that the sentence in question would serve to provide guidance to managers responsible for reorganization. If there is concern that the language is too strong, we suggest that the word "maximum," rather than the entire sentence, be deleted.

Conclusion:

1. We are not willing to endorse the change in the first guideline.
2. We are willing to endorse the change in the second guideline, and .

xc: Marshall Rose
John Moore
ASC Executive Committee



Bowling Green State University

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403-0080
(419) 372-8262
FAX: (419) 372-8446
Cable: BGSUOH

April 30, 1992

MEMORANDUM

TO: Planning & Budgeting Area Directors

FROM: J. Christopher Dalton *Chris Dalton*
Vice President for Planning and Budgeting

SUBJECT: Variable Work Schedules for Administrative Staff

The budget reductions of the recent past and those now being considered have often required staff members to take on even more work and responsibilities in many areas on campus. We are all aware that many administrative staff members routinely work beyond the minimum 40 hours per week. I encourage you, as supervisors, to give the opportunity for a variable work schedule, whenever possible, for those administrative staff in your area who frequently work over 40 hours per week.

Although the Administrative Staff Handbook states that compensatory time is not earned for such circumstances, there are times when it may be appropriate to allow those administrative staff who work over 40 hours per week the opportunity to arrive later, leave earlier or take some time off on a less busy day without the need to charge vacation or personal leave, and without the need for your prior approval of each instance. This does not mean an exact hour-for-hour exchange, but we should use common sense in recognizing that administrative staff members are professionals who deserve this recognition of their dedication to the University and the extra hours they spend fulfilling their responsibilities.

JCD:sf

xc: Joshua Kaplan ✓
John Moore



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

May 11, 1992

MEMORANDUM

TO: Executive Board and Directors

FROM: ^{BA} Bob Arrowsmith, Interim Vice President for Student Affairs

Many administrative staff members routinely work beyond the minimum 40 hours per week. The budget reductions of the recent past and those now being considered have often required staff members to take on even more work and responsibilities.

Although the Administrative Staff Handbook states that compensatory time is not earned for such circumstances, there are times when it may be appropriate to allow those administrative staff who work over 40 hours per week the opportunity to arrive later, leave earlier or take some time off on a less busy day without the need to charge vacation, sick leave or personal leave and without the need for your prior approval of each instance. This does not mean an exact hour-for-hour exchange, but use of common sense in recognizing that administrative staff members are deserving of this recognition of their dedication, contributions and extra hours.

r b

pc: Josh Kaplan
John Moore



Bowling Green State University

Personnel Services
Bowling Green, Ohio 43403
(419) 372-2223
(419) 372-2553
(419) 372-8421
FAX: (419) 372-2920
Cable: BGSUOH

May 27, 1992

MEMORANDUM

To: Robert L. Martin, Vice President
Operations

From: John C. Moore, Executive Director
Personnel Services

Subj: SPECIAL LEAVE

A handwritten signature in black ink, appearing to read 'J.C. Moore'.

Based on the results from the interest survey, there appears to be an interest on the part of some classified and administrative staff to voluntarily reduce their work schedules.

SURVEY RESULTS

<u>Surveys Mailed</u>	<u>Responses</u>	<u>Yes</u>	<u>No</u>	<u>Classified</u>	<u>Administrative</u>
1700	154	115	39	120	34

Rather than developing a new program to facilitate handling requests for leave of absences without pay, I propose we do the following.

1. Utilize the current Special Leave Policy for classified employees (attachment 1). The policy has been in existence for several years and would reduce the University's liability with respect to the issue of providing benefits to employees working less than full-time. Attached is a revised copy of the policy (attachment 2) and a revised Special Leave Request form (attachment 3) which better outlines the policy and stipulations for its use.
2. Implement a similar policy for administrative staff (attachment 4). By doing so, we could address the similar concerns and provide a new benefit for the administrative staff.
3. Conduct a strong marketing campaign to inform employees that a current policy exists for them to voluntarily reduce their work schedules on a temporary basis. This would include articles in the Monitor, direct-mail to those who responded to the survey, and meeting with the Administrative and Classified Staff Councils.

Please advise.

CLASSIFIED STAFF SPECIAL LEAVE POLICY

Taken from the Full-Time and Permanent Part-Time Classified Staff Handbook,

SPECIAL LEAVE

The Special Leave Policy, which previously granted classified staff members opportunities to take leaves of absence during summer and the holiday break, now will allow such special leaves to occur anytime during the calendar year subject to the following stipulations:

- 1) Leave may occur over a period of weeks, months, monthly, or a reduced work schedule of less than 40 hours per week (leave and/or a reduced work schedule is not to exceed a total of three (3) months in a 12 month period).
- 2) All leaves must be approved by the immediate supervisor and the dean, director, or area head.
- 3) No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves.
- 4) Participants will continue to receive paid regular medical, dental, vision, and life insurance benefits.
- 5) Vacation and sick leave will accrue for hours actually paid.
- 6) In the case of accrual of PERS retirement credit, participants will receive a full month of credit if earnings are a minimum of \$250, partial credit if participants earn less, and no credit if there are no earnings.
- 7) Status of full-time classified staff member remains the same.

DEFINITION: UNCLASSIFIED ADMINISTRATIVE POSITION

A position funded wholly or in part (more than half) by grant/external funds and whose appointment is for a specified period of time and subject to the availability of funds.

CONTRACT: CONTRACT FOR UNCLASSIFIED ADMINISTRATIVE STAFF EMPLOYMENT2. Type of Employment

- c. () Position funded wholly or in part (more than half) by grant/external funds and whose appointment is for a specified period of time and subject to the availability of funds.

4. Compensation

- b. Fringe and Related Benefits. In addition to the annual salary paid to Appointee hereunder, the University shall continue to provide Appointee all fringe benefits currently offered by the University according to the Appointee's type of employment and shall provide adequate notice of any changes in their benefits. Administrative staff are participants in the Public Employees Retirement System (PERS) of the State of Ohio by virtue of their contract status.

BGSU STATEMENT OF UNDERSTANDING

I understand that the position I hold is funded wholly or in part (more than half) by grant or other external funds and that continuation of employment and fringe benefits is contingent upon the availability of said grant/external funds. Continuation of employment is not guaranteed beyond the termination of grant/external funds. Fringe benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than 44 days upon termination) for twelve-month full-time contract positions.
2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGSU service).
3. Consulting release time.
4. PERS - University contribution.
5. Employee and dependent fee waiver.
6. Insurance benefits.
7. Supplemental Retirement Program.
8. Holidays

*is my understanding
that if person
employed, benefits
continue - this
revision.*

Signature of Employee

Date

DRAFT

SPECIAL LEAVE POLICY FOR ADMINISTRATIVE STAFF
May 26, 1992

SPECIAL LEAVE

The Special Leave Policy allows full and part-time administrative staff members the opportunity to voluntarily request leaves of absences anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly or a reduced week schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three (3) months in a 12 month period).
2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a Special Leave Request Form and send completed form to Personnel Services.
3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.
4. Employees will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.
5. Vacation and sick leave will accrue for hours actually worked.
6. In the case of PERS retirement credit accrual, employees will receive a full month of credit if earnings are a minimum of \$250.00 per month, partial credit if employees earn less, and no credit if there are no earnings.
7. The status of full-time and part-time staff members remains the same.

DRAFT

SPECIAL LEAVE POLICY FOR ADMINISTRATIVE STAFF

May 26, 1992

SPECIAL LEAVE

The Special Leave Policy allows full and part-time administrative staff members the opportunity to voluntarily request leaves of absences anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly or a reduced week schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three (3) months in a 12 month period).
2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a Special Leave Request Form and send completed form to Personnel Services.
3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.
4. Employees will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.
5. Vacation and sick leave will accrue for hours actually worked.
6. In the case of PERS retirement credit accrual, employees will receive a full month of credit if earnings are a minimum of \$250.00 per month, partial credit if employees earn less, and no credit if there are no earnings.
7. The status of full-time and part-time staff members remains the same.

**BOWLING GREEN STATE UNIVERSITY
SPECIAL LEAVE REQUEST FORM**

Name _____
 Department _____
 Title/Classification _____

Date Submitted _____
 SSN _____
 Campus Phone _____

Time Requested (Total Period of Special Leave)

From: Month, Day, Time: _____ To: Month, Day, Time: _____

Indicate the hours of leave for each day of the week for the period of time listed above:

Sunday _____
 Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____

Total Special Leave Hours Requested: _____

The personal data provided on this application is true, correct, and complete to the best of my knowledge. I voluntarily request leave without pay for the hours and dates mentioned above and in accordance with the stipulations of the Special Leave Policy.

Employee Signature _____ Date _____

Remarks:

Supervisor or Department Head

_____ Approved (Position not to be filled with temporary, part-time, or student help during leave period)

_____ Disapproved for the following reason(s): _____

Signature _____ Date _____

Area Head or Dean

_____ Approved (Position not to be filled with temporary, part-time, or student help during leave period)

_____ Disapproved for the following reason(s): _____

Signature _____ Date _____

Personnel Services

_____ Recorded Signature _____ Date _____

Is requested leave within 3 month total: _____ Yes _____ No



Bowling Green State University

Student Health Service
Bowling Green, Ohio 43403-0147
(419) 372-2271
FAX (419) 372-3010

May 29, 1992

TO: Josh Kaplan
ASC Chair

FROM: Cindy Puffer *Cindy*
PWC Chair

RE: Personnel Welfare Committee Report 1991-92

Attatched please find the PWC report for 1991-92. I just want to let you know I have appreciated all of your help and advice during this past year. This has been a very good learning experience and I thank you for the opportunity to serve as chair of the Welfare Committee.



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
1001 E. Wooster Street
Bowling Green, Ohio 43403
(419) 372-2411
Fax (419) 372-7996
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives
Rare Books and
Special Collections

June 10, 1992

MEMORANDUM

TO: Robert Martin
Vice-President for Operations

FROM: Ann Bowers *AB*
ASC Chair-elect

RE: Special Leave Policy and Termination of SRP

Please find enclosed the Special Leave Policy for Administrative Staff which has been revised by the ASC Executive Committee. I have highlighted the changes which mostly clarify rather than change the intent of the policy, which we do support.

As you are aware, the announcement at the Administrative Staff Council meeting last Thursday regarding the termination of the SRP for administrative staff was met with a great deal of concern. That concern is now in the form of a resolution which also is enclosed. We understand that the SRP cannot be used in conjunction with the ERIP, but once the ERIP ends for administrative staff, the SRP remains our only option for assistance toward retirement. When the SRP was approved by the Board of Trustees on January 8, 1981, the recommendation for the program came from a joint committee of faculty and contract staff and the policy was adopted for both groups. Interestingly, it also was adopted during a time of financial retrenchment. We are aware that the SRP has not always been successful in utilizing staff in a manner beneficial to them and to the University. We are committed to working with the University Administration to correct these problems and improve the program. We strongly recommend that the SRP not be terminated for administrative staff.

Thank you for your consideration.

enclosures

copy: Dr. Paul Olscamp
John Moore

Intention
✓

*Personnel Policy
not Handbook*

SPECIAL LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

Revised by ASO Executive Committee 6/9/92

Effective July 1, 1992 - June 30, 1995

48

SPECIAL LEAVE

The Special Leave Policy allows full and part-time administrative staff members the opportunity to voluntarily request UNPAID leaves of absences anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly or a reduced week schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three (3) months in a 12 month period), ~~AND MAY NOT BE IN EFFECT FOR LONGER THAN THREE YEARS.~~
2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a Special Leave Request Form and send completed form to Personnel Services.
3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.
4. Employees will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.
5. Vacation and sick leave will accrue for hours actually worked.
6. In the case of PERS retirement credit accrual, employees will receive a full month of credit if earnings are a minimum of \$250.00 per month, partial credit if employees earn less, and no credit if there are no earnings.
7. The status of full-time and part-time staff members remains the same.
8. SPECIAL LEAVE WITHOUT PAY CAN BE USED IN SEQUENCE WITH VACATION.
9. THE ADMINISTRATIVE STAFF MEMBER MAY ~~RETURN TO A FULL-TIME SCHEDULE~~ *terminate their special leave* AT HIS/HER INITIATIVE AT ANYTIME.
10. FOR LEAVES GREATER THAN 3 MONTHS IN A 12 MONTH PERIOD, REFER TO THE LEAVE OF ABSENCE POLICY IN THE ADMINISTRATIVE STAFF HANDBOOK (PAGE 45).

WHEREAS, the Administrative Staff Council of Bowling Green State University recognizes the importance of fiscal responsibility and the difficult task of implementing the Early Retirement Incentive Program (ERIP), and

WHEREAS, the Administrative Staff Council recognizes the fiscal reason for suspending the Supplemental Retirement Program (SRP) during the time the ERIP is in effect, and

WHEREAS, the Administrative Staff Council, was not informed in a timely manner of the decision to eliminate the SRP, effective 1 July 1992, and was extremely disappointed to learn of the arbitrary decision to eliminate the SRP as a benefit for Administrative Staff, and

WHEREAS, removal of the SRP will not benefit Administrative Staff but will only underwrite the ERIP of which few Administrative Staff can take advantage, and

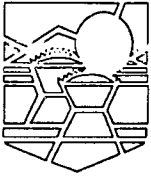
WHEREAS, SRP continues to be a faculty benefit, and

WHEREAS, the fiscal benefits from eliminating the SRP for Administrative Staff are relatively small, and

WHEREAS, the Administrative Staff Council wishes to continue working with the University Administration,

BE IT RESOLVED, that the Administrative Staff Council of Bowling Green State University urges the University Administration to reinstate the SRP for Administrative Staff and further urges that future personnel decisions affecting Administrative Staff be made through open dialogue and in a timely manner. Administrative Staff Council also recommends that University Administration work with Administrative Staff Council to improve, rather than permanently eliminate, the SRP.

Approved ASC Executive Committee 6/9/92



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0273

June 16, 1992

MEMORANDUM

TO: John Moore
Executive Director of Personnel

FROM: Executive Committee of *AB*
Administrative Staff Council

SUBJECT: Grant/Externally Funded Administrative Staff

The Personnel Welfare Committee has reviewed the proposal to change the title of administrative staff members who are not funded by University budgets. We recommend the following:

1. These employees should be called Grant/Externally Funded Administrative Staff. We do not agree to the use of "unclassified" administrative staff.
2. The term "unclassified" should be removed from the contracts of all administrative staff the next time new contract forms are printed.
3. The Grant/Externally Funded Administrative Staff members will continue to be represented by the Administrative Staff Council.

In a closely related issue, there is still evidence that some grant and externally funded staff members are not able to take advantage of their vacation benefit. The Personnel Welfare Committee related this problem to you earlier in the year. The Committee would like to request that you ask Bud Lane or Chris Dunn to communicate with all existing and future grant/externally funded employees to inform them that beginning with their first month of employment administrative staff members be allowed to use their vacation time as they accrue it. Many granting agencies such as those of the federal government do not allow payment to employees after the grant time period; therefore, payment for unused vacation would not be allowed. Because the Administrative Staff Council sees no reason why any administrative staff member should have to wait a full year before being allowed to use accrued vacation, we request that the Vacation Policy in the Administrative Staff Handbook be changed as noted below. This change will clarify the issue for grant funded staff members and make the Handbook consistent for all administrative staff members.

All full-time twelve-month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. During the first year of employment, the twenty-two days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty-two days of vacation on July 1, 1983 but not before. After the first year of employment, Vacation is earned and may be utilized on a monthly prorata basis, i.e., 1.83 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted. . . .

Thank you for your attention to these recommendations.

xc: Robert Martin

**Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions**

Effective Dates:

July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose

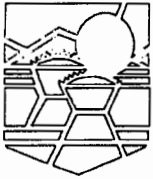
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility

Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

- a. Hiring departments will process a Position Opening and Request Authorization (PORA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.
- b. Upon receipt of a PORA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.
- c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.
- d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.
- e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.
- f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

August 27, 1992

MEMORANDUM

TO: John Moore
Executive Director of Personnel Services

FROM: Personnel Welfare Committee
Administrative Staff Council

SUBJECT: Vacation Policy

The Personnel Welfare Committee of Administrative Staff Council has reviewed the draft vacation policy. Unfortunately, there has not been time since the receipt of the draft to take it to the full Council, but the following are the recommendations from PWC:

1. The following sentence should be reinserted into the vacation policy: *"This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer."*

We believe this statement should remain in the policy because the above-listed personnel now have negotiated salaries that take this particular work schedule into account. In that sense, they do not formally receive vacation days nor pay for the days when classes are not in session. They receive no vacation in the same way that other administrative staff members do. They are not allowed to take vacation days in, for example, October or February. If they take time off other than at class breaks, it must be leave without pay.

These employees currently are off on academic recess 22 days in their contract period. If the days during academic recess were prorated and considered "vacation" in the same way they are for other nine-month administrative staff, then they would be on recess only 16.5 days. They would have to come in to work to assist students even though the students would be gone.

2. In another issue relating to the vacation policy, the Personnel Welfare Committee restates its recommendation sent to you in a memorandum of June 16, 1992 that all administrative staff be allowed to use their vacation days as they accrue them, beginning in their first year of employment. Our current policy forces new employees to go a full year without a vacation; it gives employees an immediate backlog of accrued days that is sometimes hard to use in the second year; and there is no apparent rationale for such a restriction.

Approved by ASC 9/3/92

Next wk

DRAFT REVISED VACATION POLICY

54

All full-time, twelve month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. All full-time nine/ten month administrative staff members earn vacation time at the rate of 1.83 days (14 hours and 40 minutes) per month. During the first year of employment, vacation accrual may not be used until the first year's employment is completed. If employment begins on July 1, 1992, a twelve-month full-time administrative staff member would be eligible to use accrued vacation starting July 1, 1993. Nine/ten month full-time administrative staff members must complete ~~twelve months in a paid status~~ *ONE YEAR OF SERVICE* before vacation may be used.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension, or while employed elsewhere.

THEY ARE REQUIRED IN ADVANCE
An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the supervisor. A staff member's vacation balance cannot exceed 176 hours (44 days) at the end of each fiscal year (June 30 of each year).

Continuing Office
For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be 352 hours (44 days). In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

Administrative staff members who are contracted for the twelve-months, but who work only part of each week, earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for twelve months and works part of each week, earns vacation at one-half the normal rate (11 days each year or 7 hours and 20 minutes per month). Part-time twelve-month administrative staff members who have completed one full year of service at Bowling Green State University are eligible to use earned vacation. At the time of separation from employment with the University, part-time administrative staff are eligible for payment of unused vacation credit not to exceed two years maximum accrual.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

A report should be completed by the administrative staff member for every use of vacation using the Leave Reporting form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage.

Accrued but unused vacation leave balances are reflected on the monthly pay check stub.

Questions about the vac
Personnel Services.

Post-It™ brand fax transmittal memo 7671		# of pages ▶ <i>2</i>
To <i>John Moore</i>	From <i>Chris Strick</i>	
Co.	Co.	
Dept.	Phone #	
Fax #	Fax #	

the Office of

LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff--special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of \$250.00 per month, partial credit if earnings are less than \$250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

Short-Term Leave

- Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.
- Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.
- The status of full-time and part-time staff members remains the same.
- No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.
- Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.

Long-Term Leave

- Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.
- During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)
- If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Bowling Green State University

Administrative Staff Leave Without Pay Request Form

Attachment III

57

Name _____

ID# _____

Department _____

Campus Phone _____

Title _____

Total Hours of Leave Requested _____

From: _____ Thru: _____
mm/dd/yr mm/dd/yr

Please indicate type of leave requested (check one): Short-term leave (3 months or less) ☐ Long-term leave (more than 3 months) ☐

	DAILY (e.g. 9/29; 9am-12pm = 3hrs.) RANDOM (hours to be determined)	# HRS.	FULL WEEK(S)	# HRS.	FULL MONTH(S)	# HRS.
			(e.g. 9/7 - 9/11; 8 am - 5pm)	40	(e.g. Jan-March '93)	480
SUN.						
MON.						
TUES.						
WED.						
THUR.						
FRI.						
SAT.						

DAILY HRS. _____ + WEEKLY HRS. _____ + MONTHLY HRS. _____ = TOTAL HRS. _____

Salary reductions will be across remaining paychecks in the contract period unless the employee requests a one-time reduction.

- ☐ I request that leave without pay salary reductions will be spread across remaining checks in the pay period.
☐ I request that the entire reduction will be reflected on the next pay period.

The personal data provided on this application is true, correct, and complete to the best of my knowledge. I voluntarily request leave without pay for the hours and dates mentioned above and in accordance with the stipulations of the Leave Without Pay policy.

Employee Signature _____ Date _____

Remarks _____

Supervisor or Department Head

_____ Approved

_____ Disapproved for the following reason(s) _____

Signature _____ Date _____

Area Head or Dean

_____ Approved (Position not to be filled with temporary, part-time, or student help during leave period.)

_____ Disapproved for the following reason(s) _____

Signature _____ Date _____

Personnel Services

_____ Recorded Signature _____ Date _____



Bowling Green State University

Attachment IV

58

Administrative Staff Council
Bowling Green, Ohio 43403-03

August 27, 1992

MEMORANDUM

TO: John Moore
Executive Director of Personnel Services

FROM: Personnel Welfare Committee
Administrative Staff Council

SUBJECT: Vacation Policy

The Personnel Welfare Committee of Administrative Staff Council has reviewed the draft vacation policy. Unfortunately, there has not been time since the receipt of the draft to take it to the full Council, but the following are the recommendations from PWC:

1. The following sentence should be reinserted into the vacation policy: *"This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer."*

We believe this statement should remain in the policy because the above-listed personnel now have negotiated salaries that take this particular work schedule into account. In that sense, they do not formally receive vacation days nor pay for the days when classes are not in session. They receive no vacation in the same way that other administrative staff members do. They are not allowed to take vacation days in, for example, October or February. If they take time off other than at class breaks, it must be leave without pay.

These employees currently are off on academic recess 22 days in their contract period. If the days during academic recess were prorated and considered "vacation" in the same way they are for other nine-month administrative staff, then they would be on recess only 16.5 days. They would have to come in to work to assist students even though the students would be gone.

2. In another issue relating to the vacation policy, the Personnel Welfare Committee restates its recommendation sent to you in a memorandum of June 16, 1992 that all administrative staff be allowed to use their vacation days as they accrue them, beginning in their first year of employment. Our current policy forces new employees to go a full year without a vacation; it gives employees an immediate backlog of accrued days that is sometimes hard to use in the second year; and there is no apparent rationale for such a restriction.



RESOLUTION

Administrative staff at Bowling Green State University are active participants in establishing a high-quality, cost-effective educational setting for students and faculty. We recognize the need during this time of fiscal constraints to emphasize quality while managing with fewer resources; this is being accomplished daily in our work in the areas of academic or student services, instructional or research support, planning and budgeting, facilities management, fund-raising, public relations, or athletics. We are proud of the effort all employees at Bowling Green State University are making to keep alive the tradition and reputation of an institution strong in both areas of teaching and research and we commend that same effort occurring at the public universities and colleges across the state of Ohio.

With that in mind, we have read with great interest the Managing for the Future Task Force Report and find that we agree with many of the Task Force's findings and goals. We have deep concern, however, with some of the recommendations.

First, decentralized authority has been a strength of higher education in Ohio. The Boards of Trustees at Bowling Green State University have been strong, supportive and instrumental in the development of this institution. Decentralized authority has been a strength at BGSU, resulting in a system in which administrative staff operate and provide support and a system in which all staff believe themselves part of the process. Centralizing authority with the Ohio Board of Regents would greatly lessen this concept of teamwork to the detriment of higher education in Ohio.

Second, our record of productivity and accountability at Bowling Green State University is exemplary and demonstrable. Its strength comes again from the establishment and implementation of evaluative criteria locally, rather than from a central authority.

Third, we strongly oppose the concept of designated research institutions, namely that of Ohio State and Cincinnati. Each institution of higher education in Ohio has developed strong individual graduate programs resulting in teaching and research of the highest caliber. Bowling Green State University is no exception and we as administrative staff are proud of our institution's accomplishments. To negate this growth and pride would most definitely weaken the structure of graduate education in Ohio.

We, as administrative staff at Bowling Green State University, urge you as members of this Task Force to listen to the public at the regional meetings, build on the strengths of the Report and eliminate that which in the long run will be to the detriment of Ohio's system of higher education and, more importantly, to the detriment of Ohio's citizens.

Approved ASC Executive Committee 10/27/92
Approved Administrative Staff Council

**INTERNAL SEARCH PROCESS FOR
ADMINISTRATIVE STAFF VACANCIES
(6/26/92)**

1. **Effective Dates:** July 1, 1992 through June 30, 1993.
2. **Purpose:** To provide preference for employment consideration for any administrative vacancies that are available between July 1, 1992 and June 30, 1993.
3. **Eligibility:** Administrative staff members whose contracts are not renewed or who have had their work schedule reduced in response to the current budget situation. Administrative members whose contracts are not renewed for other reasons such as poor performance, expiration of external funding, etc., are not eligible for the program.
4. **Procedures:**
 - a. Hiring departments will process Position Opening and Request Authorizations (PORA) according to normal procedures.
 - b. Upon receipt of a PORA from Affirmative Action, Personnel Services will correspond with individuals about the opening, deadline for applying and furnish a copy of the job description.
 - c. Individuals will be asked to indicate whether they are interested in applying for the position by submitting the required credentials. Credentials will be reviewed by Personnel to determine qualifications of applicants.
 - d. Individuals who apply for a position will constitute a pool of candidates separate from candidates in a regular search process and will be provided preference for employment consideration.
 - e. Departments will interview all qualified internal candidates and Personnel will inform in writing those who are not qualified.
 - f. If an individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.
 - g. If no internal candidates apply for the position, or if the interviews do not result in a job offer, the regular search process will proceed. Personnel will notify any unsuccessful candidates who interviewed for the position.

Approved: _____

Date: 6/26/92

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To: <u>Ann Bowers</u>	From: <u>John C. Moore</u>	
Co.:	Co. <u>Personnel Svcs</u>	
Dept: <u>Archival Coll.</u>	Phone #	
Fax #	Fax #	

**Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions**

Effective Dates:

July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose

To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility

Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

- a. Hiring departments will process a Position Opening and Request Authorization (POPA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.
- b. Upon receipt of a POPA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.
- c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.
- d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.
- e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.
- f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.

STATUS OF LAID OFF EMPLOYEES 10/12/92

Rehired Under Interim Internal Search Process for Administrative Positions

Dean Purdy Assistant Director, SFC, Fieldhouse Manager

Offered Position Under Interim Internal Search Process for Administrative Staff

Elizabeth Zink Coop-Job Developer, College of Technology. Declined offer, obtained outside employment.

Rehired Under Recall Rights

Teresa Kuhlman (F/T) Secretary 1, Counseling & Career Development

Macile Brumbaugh (P/T) Telephone Operator 1, Telecommunications

Ruth Kruse (On-Call) Telephone Operator 1, Telecommunications

Christine Cooperrider (P/T) Clerk 2, Public Safety started 9/23 (previously bumped into Admissions)

Linda Grimm (P/T) Clerk 2, Residence Life (previously bumped into Payroll)

Deborah Hine (P/T) Payroll (Clerk 1) (previously laid off)

Sue Houtz Offered and accepted Admissions (Clerk 1) starts 9/28/92 (previously laid-off)

Anita Serda Offered and accepted Admissions (F/T Clerk 2 Temp position, through 2/1/93)

Rehired in a New Classification Under Internal Bidding Rights

Connie Allison P/T Clerical Specialist, College of Tech., started 10/5/92 (previously laid-off)

Other Recall Positions

Karen Scwab Declined offer for Clerk 2 in Residence Halls, will remain in Cont. Ed.

Natalie Bautista Declined offer for Clerk 1 in Admissions (Clerk 1), will remain on temp. assignment

Sue Houtz Declined offer for temp. Clerk 2 in Admissions, will remain as Clerk 1 in Admissions

Rehired in Temporary Assignments

Deborah Hine P/T Clerk 1, Registration & Records/Clerk 1, Bookstore. FSW -Union (assignments completed)

Nancy Tucker Temp. Clerk 1, Telecommunications (assignment completed)

Carol Gill P/T Clerk 1, Bookstore (assignment completed)

Natalie Bautista F/T Word Processing Spec. 1, College of Education (through 3/93)

Secured Employment Outside University

Anita Serda Secretary, F.L.O.C. (rehired in F/T Temp. position in Admissions)

nda Fulweber Receptionist, Woodlane

Laid Off Employees Applied, BUT WERE NOT HIRED

F/T Secretary 1 NWOETV

F/T Printing Technician Popular Press

P/T Word Processing Spec. 2 Academic Enhancement

P/T Clerical Specialist Development

Personal Welfare Committee Report 1991-92

1. Discussed input to Employee Assistance Committee. Appointed Mary Beth Zachary as FWC representative to that committee. Several updates on EAP issues discussed and feedback relayed back to EAP committee.
2. Drafted and requested approval for handbook changes regarding compensatory time and work schedules.
3. Corresponded with John Moore requesting resubmission of Compensatory Time and Flexible Work schedule handbook change to Ad Council. Some positive responses transpired concerning this issue from several Ad Council members.
4. Drafted and sent letter to Administrative Staff explaining reason for denial of comp time/flex time handbook changes. This letter requested Administrative Staff assistance in collecting supporting information regarding types and numbers on inconsistencies which could be forwarded to John Moore.
5. Investigated vacations for grant funded employees. Determined issue was a communication problem and that contracts can and should be written to cover vacation for these employees.
6. Reviewed Internal Reorganization Policy Statement with Marshall Rose and Diane Fegan. FWC drafted revisions to the original statement which were later revised by EOC Committee. FWC partially endorsed final changes to EOC reorganization statement.
7. Reviewed and made revisions for Acting/Interim Appointment Policy and Procedure. Endorsed General Guideline changes 12/4/91.
8. Reviewed Driver Insurability Policy Statement and recommended no changes be made to the current statement.
9. Met with salary committee to determine if we should concentrate more on FWC issues rather than salary issues because of the current budget situation. Both committees felt that we should not tie the two committees together and that both Salary and FWC issues should be addressed separately. In spite of the current budget situation salary recommendations still need to be made.
10. Several updates from Blue Ribbon Committee member Barb Keely. FWC members stressed issues of wellness and preventative care and requested that information be taken back to the Blue Ribbon Committee.